

ADMINISTRATIVE - INTERNAL USE ONLY

2 March 1977

MEMORANDUM FOR: Chief, Headquarters Security Branch, OS

FROM: [REDACTED]
Security Officer
Office of Training

VIA: Chief, Industrial and Certification Branch, OS

SUBJECT: Visit to Headquarters - 4 March 1977 -
Kent State (Ohio) University

1. On Friday, 4 March 1977, at 1000 hours, twenty students and faculty of Kent State (Ohio) University will visit Headquarters for an unclassified briefing on the Central Intelligence Agency. It is not certain what mode of transportation will be used. They will come either in a chartered bus or several private vehicles. The briefing will be held in Room 1-A-07. [REDACTED] OTR Senior Briefing Officer, will escort the visitors. They will depart the Headquarters Compound at about 1200 hours. Attached is a list of U.S. citizen attendees.

2. Industrial and Certification Branch is requested to grant the necessary security approval for this unclassified activity. Headquarters Security Branch is requested to issue Conference Badges to the attendees and to station a receptionist in the Main Entrance Lobby to facilitate issuance of the badges. If private automobiles are used, it is requested that they be permitted to park near the Main Entrance.

3. Your assistance is appreciated. If additional information is required, please contact the OTR Security Officer on extension [REDACTED]

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MEMORANDUM
OF CALL

TO:

☐ YOU WERE CALLED BY VISITED BY—
OF (Org.)

☐ PLEASE CALL ☒ PHONE NO.
☐ WILL CALL AGAIN ☐ IS WAITING
☐ RETURNED YOUR CALL ☐ WISHES AN APPOINTMENT

MESSAGE

*Call when list
of Kent State students
arrive
also send copy of
list to
Sec.*

Chase by at noon on 3 Mar
RECEIVED BY DATE TIME
Spick up

STANDARD FORM 63
REVISED AUGUST 1967
GSA FPMR (41 CFR) 101-11.6

GPO : 1969 O-48-16-8041-1 882-889

63-108